

## VISITING ACADEMIC PROFESSIONAL POSITION SEARCH REQUIREMENTS

### OVERVIEW

On August 16, 2012, revisions to the hiring process for visiting Academic Professional ("AP") positions will go into effect. Specifically, in order to fill vacant visiting positions, or extend appointments for existing visiting positions,<sup>1</sup> a unit is required to submit position job descriptions to Human Resources Compensation for review and approval. Once approved by Human Resources Compensation, a unit is required to conduct a search pursuant to the academic search process ("standard search").<sup>2</sup>

There are two primary reasons for this policy change, each related to legal compliance: (1) to ensure all jobs are appropriately classified by Human Resources Compensation; and (2) to promote diversity in candidate pools and equal opportunity employment by the Office for Access and Equity (OAE).

The following questions and answers aim to address units' most common questions to the changes occurring.

### WHEN DO THE CHANGES TO THE POLICY TAKE EFFECT?

Beginning August 16, 2012, all Visiting AP appointments **with** an approved RAHA will be excluded from the new policy changes. However, any unit **without** an approved RAHA by the effective date must adhere to the new policy changes.

### WHAT ARE THE CHANGES TO THE POLICY?

A standard search must be conducted for all **new** visiting employees where the appointment will be 50% or greater FTE. This includes those employees new to the campus and/or the position as well as those existing employees whose unit wishes to retain their employment *after* their contracts have reached the three or five year limits for visiting positions. The search must be conducted using HireTouch and noted as visiting in the title and in the body of the posting.

### WHICH APPOINTMENTS ARE EXCLUDED FROM THE POLICY CHANGES?

The policy continues to exempt from standard search requirements the following appointments: Appointments for less than 50% FTE; continuing and intermittent appointments for academic employees who were originally hired as a result of a search and whose break or breaks in service have not exceeded the length of the original or previous contract; and trainee and student appointments (*e.g.*, interns, residents, teaching assistants, graduate assistants, research assistants, post docs and fellows).

In addition, Faculty are excluded from the policy change at this time as well as any Visiting appointments with an approved RAHA prior to the effective date of August 16, 2012.

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<sup>1</sup> This includes those employees new to the campus or to the position as well as those existing employees whose unit desires to retain their employment *after* their contracts have reached the three or five year limits for visiting positions.

<sup>2</sup> A search is defined as the process of filling a job or position vacancy via internal or external announcement ("posting") and recruitment followed by consideration of all qualified applicants. All academic positions are filled via the search process.

## **WHAT IS THE BENEFIT OF CONDUCTING SEARCHES FOR VISITING APPOINTMENTS?**

The changes to the Visiting AP policy will inevitably save units time and effort in the long run. Under the pre-August 16, 2012 policy, when a visiting appointment exceeded the applicable time limit for its existence or where a unit sought to convert to a permanent appointment, HR required a job description review and a standard search for the position in question. Additionally, OAE was required to review the extension or permanent appointment for compliance with affirmative action requirements. If a search is conducted at the outset, these requirements are rendered unnecessary when the visiting appointment is extended or converted.

## **WHAT ABOUT GRANT FUNDED POSITIONS?**

Both OAE and HR recognize the importance of quickly and efficiently filling visiting appointments that are research - grant funded. HR continues to create and implement job description templates that fall within a Civil Service exemption and which may be utilized by hiring departments to swiftly move the HR job analysis process. These templates alleviate the department's responsibility for drafting and receiving HR approval for new research job descriptions for every visiting AP research position. More information on the job descriptions template is available on the HR website at [www.uic.edu/depts/hr/compensation/index.shtml](http://www.uic.edu/depts/hr/compensation/index.shtml) under 'Career Paths – Research Specialists'.

Additionally, as has always been in place, OAE will maintain its search waiver process, which will also incorporate the visiting policy changes. If an individual is named in an externally funded grant, a unit should submit a search waiver request to OAE with the proper documentation including a detailed justification explaining the individual's current background and skills as well as evidence that the individual to be appointed is named in the grant. Waiver decisions are within the sole discretion of OAE and all requests are determined on a case by case basis and additional information may be required.

## **WHAT SHOULD SUPERVISORS CONSIDER BEFORE BEGINNING A SEARCH OR REQUESTING A WAIVER?**

Hiring Officers should consider whether the University's interests are best served in opening a full search or requesting a waiver of the standard search process. It is critical that Hiring Officers understand that affirmative action and equal opportunity employment are an integral part of UIC's mission.

## **WHO SHOULD I CONTACT FOR ADDITIONAL INFORMATION?**

Changes to the Visiting Policy and/or Search related questions:

*Office for Access, 312.996.8670 or [oeo@uic.edu](mailto:oeo@uic.edu)*

Job Description submission and approval questions:

*HR Compensation, at [jobanalysis@uic.edu](mailto:jobanalysis@uic.edu)*